



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR

Phone: 225-342-8274

Fax: 225-342-8058

TDD: 800-846-5277

Toll Free: 866-783-5462

HR Handbook Update No. 2012 – 0013

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Update – Update to Table of Contents Section

Issue Date: November 7, 2012

This is to advise agencies the Table of Contents section of the HR Handbook has been updated to reflect the addition of a new section. The new section is titled Compensation Tool Box and Job Aids.

REASON FOR THE CHANGE: The addition of the new section is to provide agencies with a tool kit which will aid in interpreting and applying State Civil Service rules found in Chapter 5 and Chapter 6.

The first job aid to be added under this section is the Flexible Pay Tools and Policy Requirements. This tool serves as a "quick reference" of State Civil Service pay flexibilities and the type of policy approval needed to implement those flexibilities.

More tools and job aids will be added as they are developed. We hope these resources will aid agencies in the application of Chapter 5 and Chapter 6.

If you have any questions, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

s/Shannon S. Templett
Director